

Employee Report
Created on Friday, May 15, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

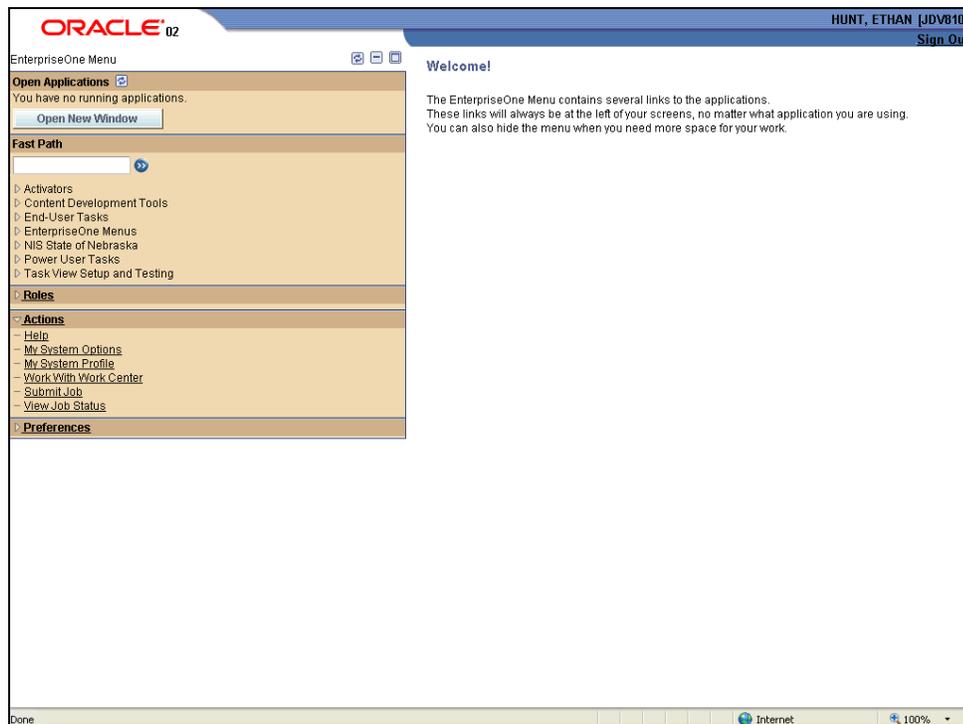
Employee Report.....	1
Employee Report.....	1

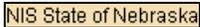
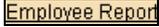
Employee Report

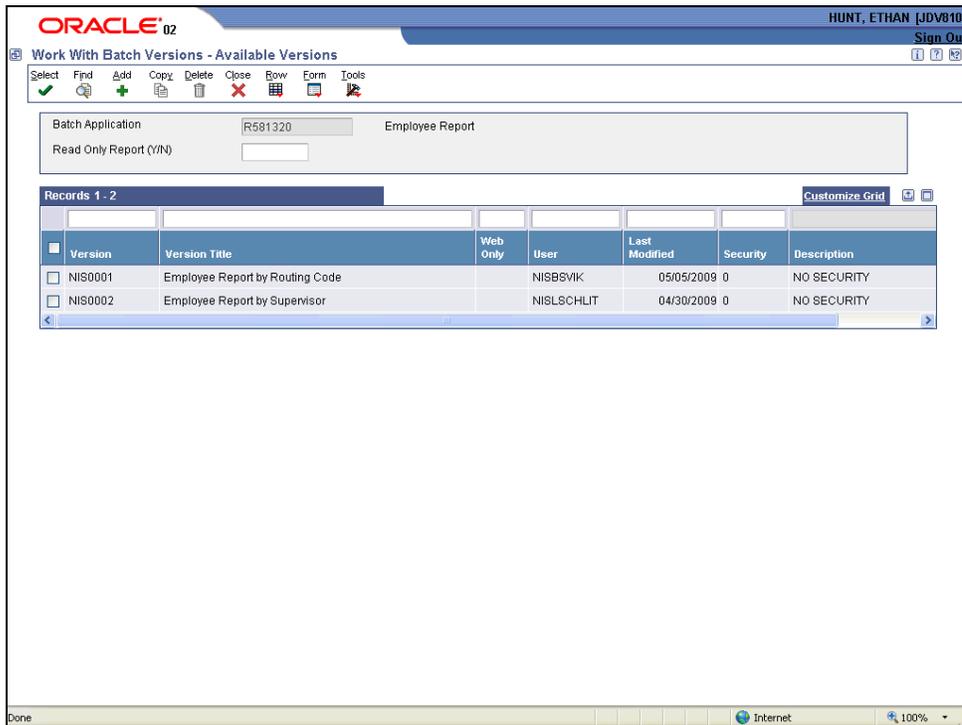
Employee Report

Procedure

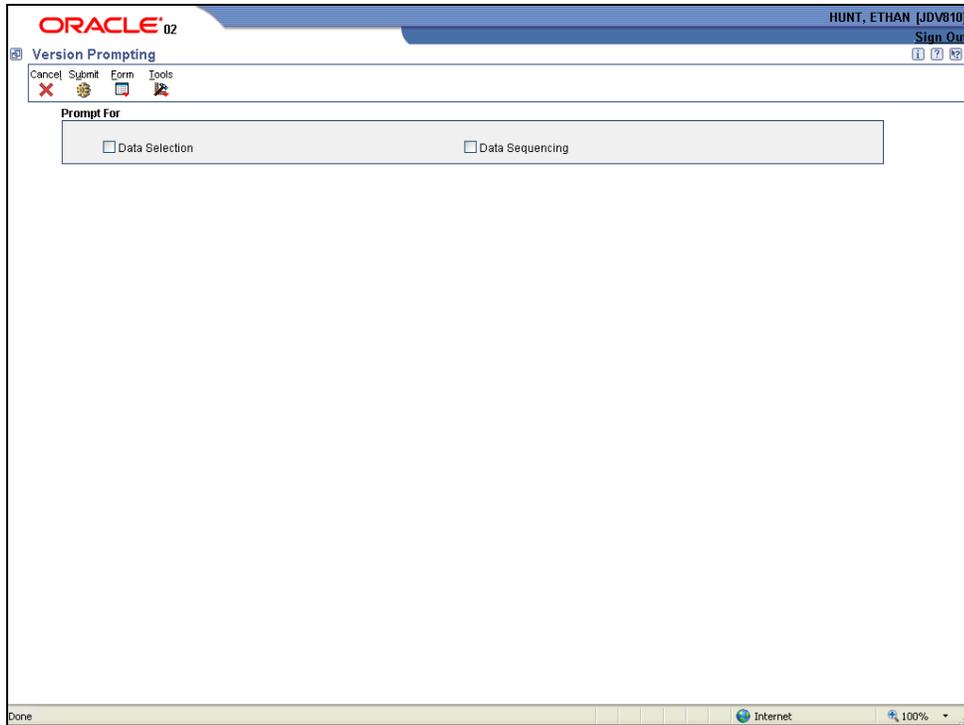
In this lesson you will learn how to run the Employee Report.



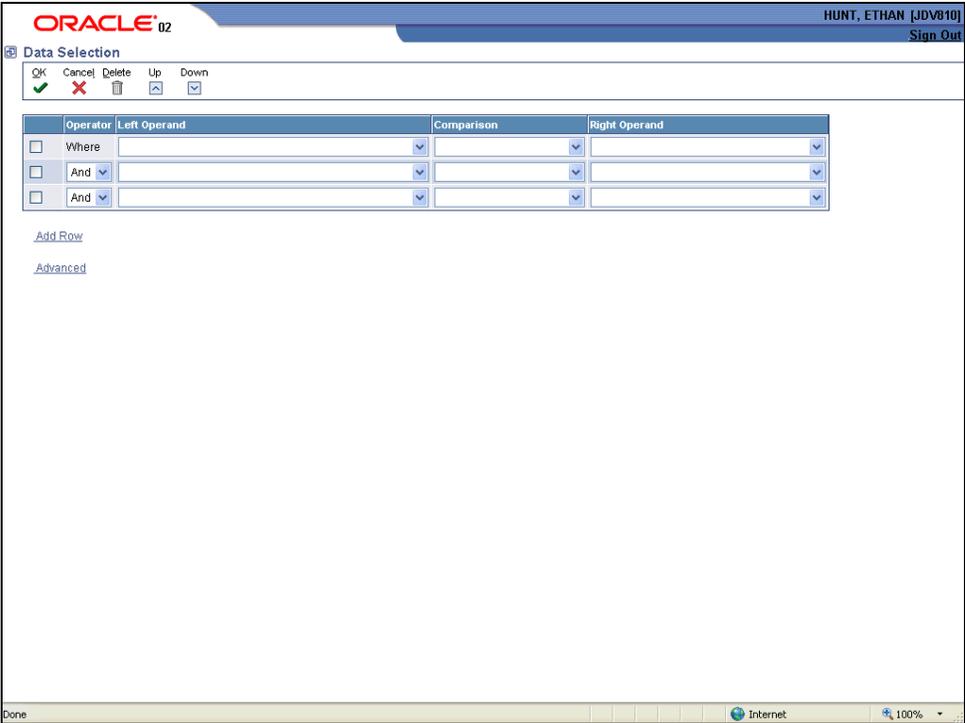
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Employee Report link. 
3.	If you select Version NIS0001 the report will sort by the Routing Code. If you select Version NIS0002 the report will sort by the Supervisor.



Step	Action
4.	To select a version click the check box of the version you wish to run. <input type="checkbox"/>
5.	After selecting your version click the Select button. <input checked="" type="checkbox"/>



Step	Action
6.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
7.	Click the Submit button. 



Step	Action
8.	Click the drop down list for the Left Operand .



Step	Action
9.	<p>Scroll down and click the Employee Pay Status (F060116) (PAST) [BC] list item.</p> <p><input type="text" value="Employee Pay Status (F060116) (PAST) [BC]"/></p>

Training Guide

Employee Report

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

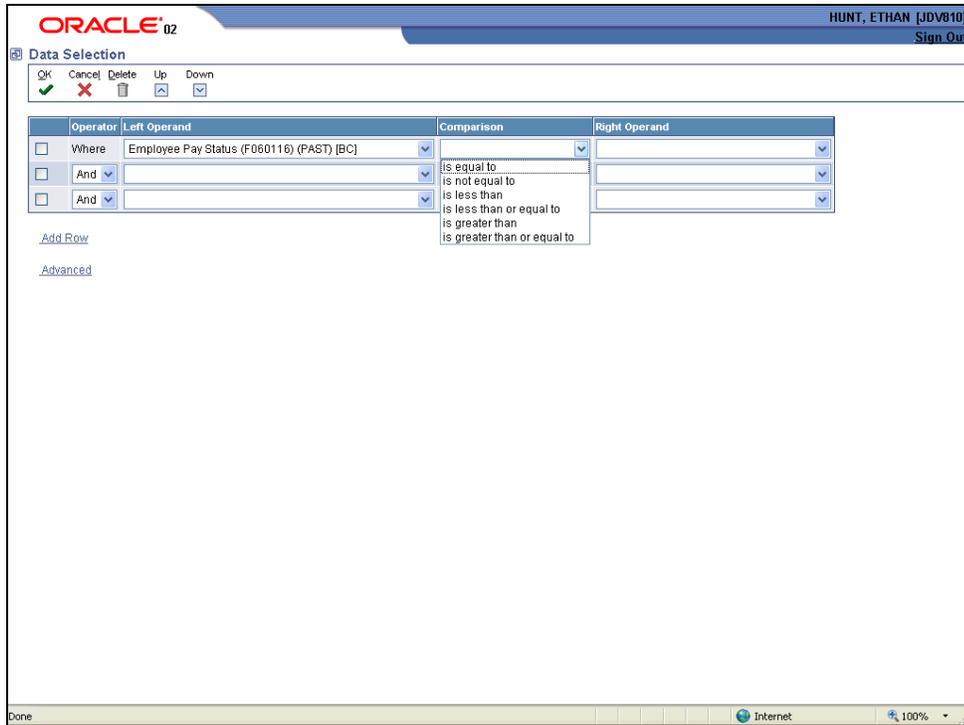
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Employee Pay Status (F060116) (FAST) [BC]		
<input type="checkbox"/> And			
<input type="checkbox"/> And			

Add Row

Advanced

Done Internet 100%

Step	Action
10.	Click the drop down list from Comparison . 



Step	Action
11.	Click the is equal to list item. 

Training Guide

Employee Report



ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Employee Pay Status (F060116) (PAST) [BC]	is equal to	
<input type="checkbox"/> And			
<input type="checkbox"/> And			

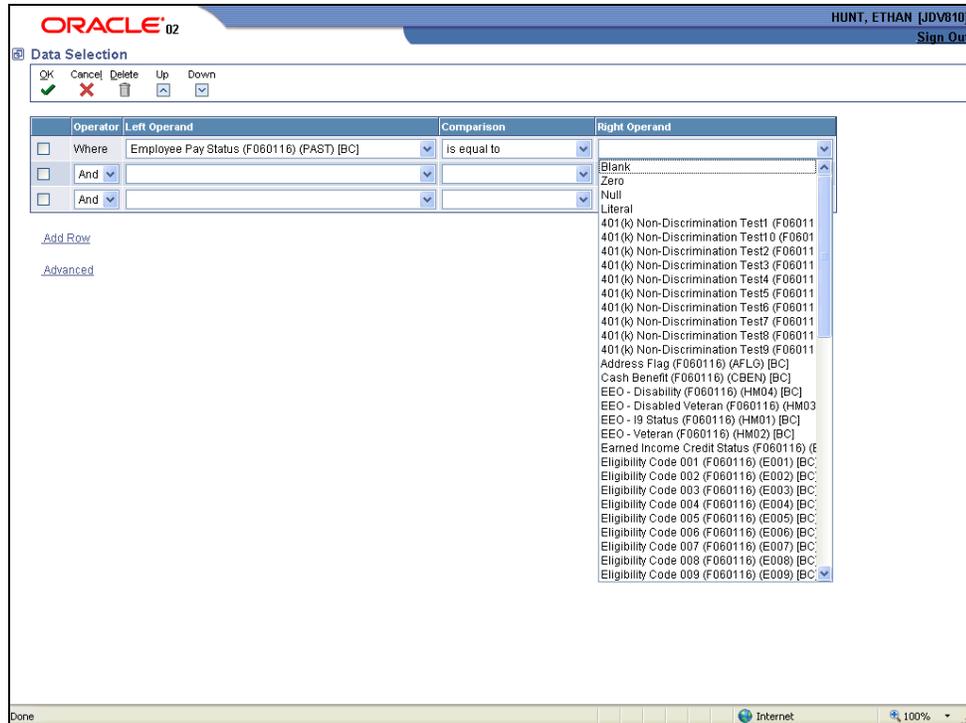
Add Row

Advanced

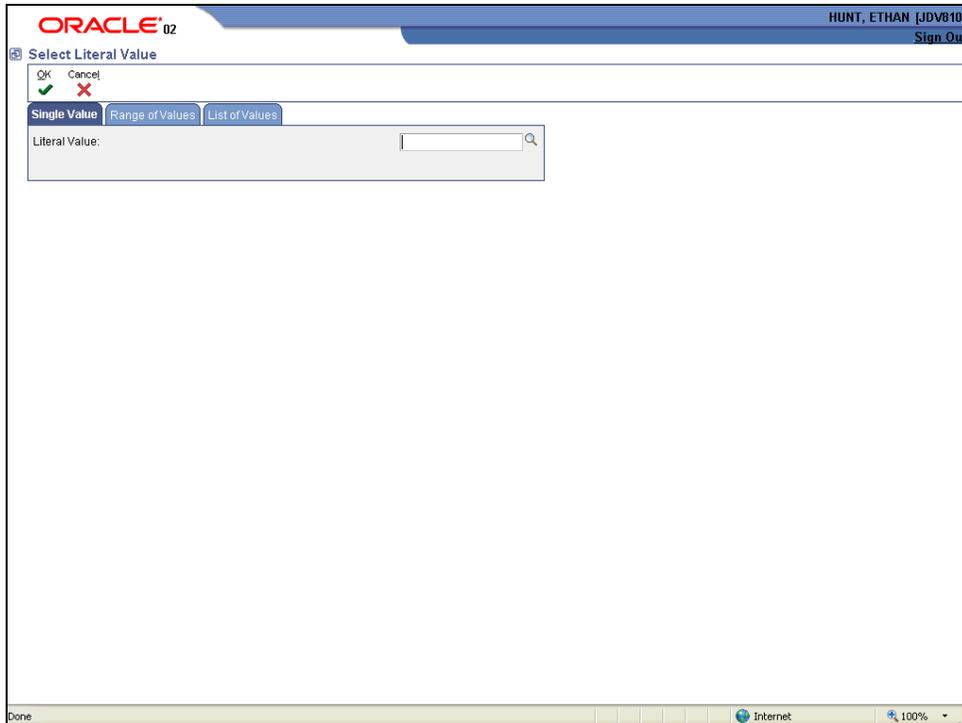
Badh, Franine
 RE: Daily Sick Leave Reporting
 When the screen opens, the cursor is on the 5th row (we assume because 5 employees were sick). If we click on the

Done Internet 100%

Step	Action
12.	Click the drop down list from the Right Operand . 

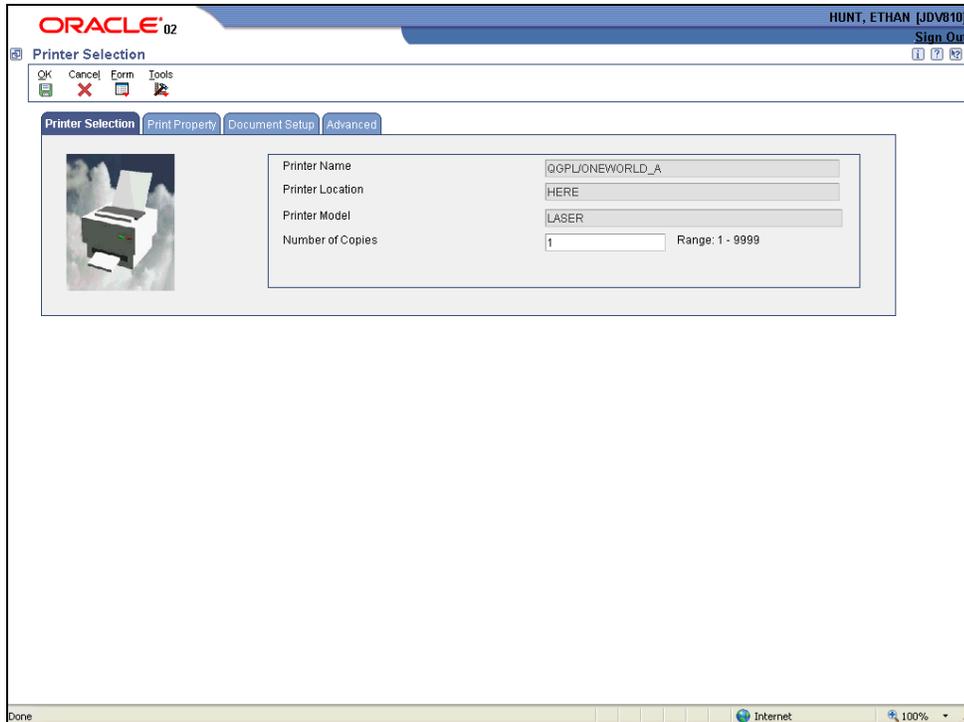


Step	Action
13.	<p>Click the Literal list item.</p> <p>Literal</p>



Step	Action
14.	Click the Range of Values tab. 
15.	Enter "0" into the Literal Value From field.
16.	Press [Tab] .
17.	Enter "9" into the Literal Value To field.
18.	Click the OK button. 
19.	Click the OK button. 
20.	Enter the your agency number into the Agency Number field.
21.	Press [Tab] .
22.	Enter the supervisor's address book number into the Supervisor field.
23.	Press [Tab] .

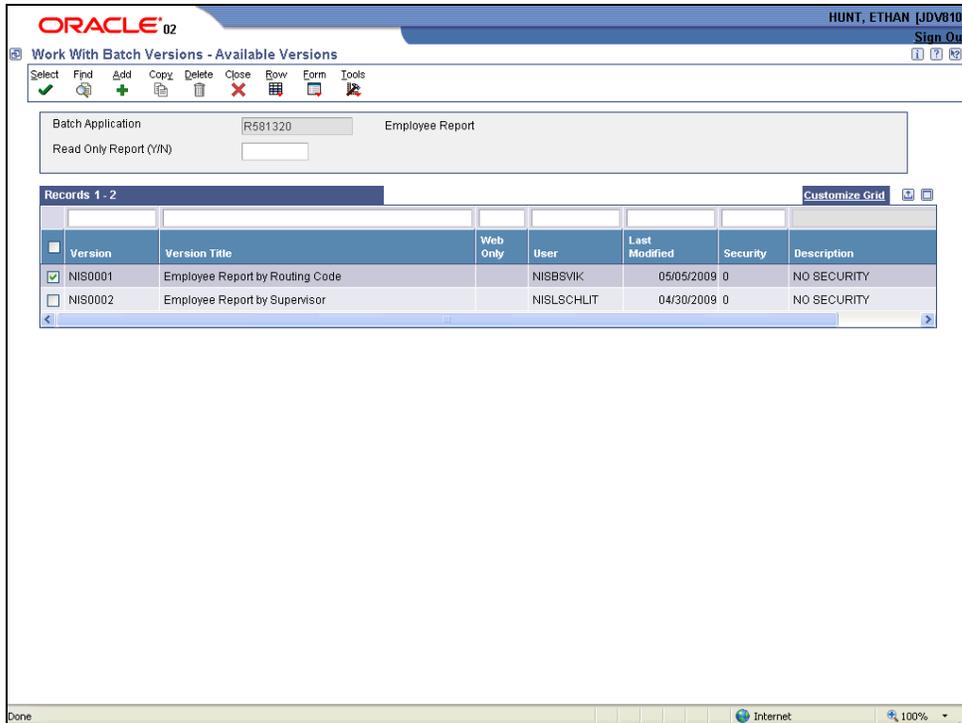
Step	Action
24.	Enter the routing code into the Routing Code - Check field. You can use the visual assist tool if you do not know the routing code.
25.	Click the OK button. 



Step	Action
26.	Click the OK button. 

Training Guide

Employee Report



Step	Action
27.	Click the Close button.
28.	You have successfully completed this lesson. To view the report go to View Job Status. End of Procedure.